
Human Resources Coordinator Resume

Job Objective

Seeking a Human Resources Coordinator position in a stable company where I can use my skills to benefit the company.

Work Experience:

Human Resources Coordinator, August 2005 – Present
Casinova, Inc., Houston, TX

- Supported company policy and procedure in the areas of the new hire process including drug screening, background checks, paperwork, HRIS entry.
- Maintained, and updated files for HR department.
- Processed all personnel information changes and new hires and coordinated background checks and drug testing administration.
- Handled inquiries related to researching programs, policies, and procedures.
- Facilitated new hire orientation along with various lunch and learns.

Human Resources Coordinator, May 2000 – July 2005
Pentel Corporation, Houston, TX

- Coordinated in managing HR process flow activities.
 - Maintained employee files, data and necessary documentation.
 - Posted training calendars, tracked associate training requests and requirements.
 - Verified prerequisite requirements, ordered training materials and supplies, and tracked actual training enrollment.
 - Tracked all training events for hourly associates and entered data into Training Tracking system.
 - Monitored and ordered training material supplies.
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Summary of Qualifications:

- Strong accomplished experience in coordination of human resource processes
 - Proficient in HRIS, MS Office, Powerpoint, Excel, Peopleclick and E-recruit
 - Strong data entry skills and intermediate excel skills
 - Outstanding communication skills
 - Ability to handle multiple tasks accurately and efficiently
 - Uncommon ability to maintain confidential in communication and in the retention of data
 - Remarkable ability to work independently in a professional manner, with frequent interruptions and stringent deadlines
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Education:

Bachelor's Degree in Human Resources, Baker College, Michigan, MI

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